

eStaffing

September 1

2011

The eStaffing System allows the college to solicit the teaching preferences of individual adjunct faculty members in a systematic way and use that information in making teaching assignments. Adjunct faculty members record their preferences for campuses, terms, days of the week, times of day, and sections.

**Adjunct
Faculty**

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Overview of the Process

About this Book

This book explains how to use the eStaffing System at Austin Community College. The material in this book is organized by type of user: Adjunct Faculty Member, Department Chair, and Dean. All of the material you need to use the eStaffing system is found in the chapter for your user type.

Overview of the Process

The eStaffing System allows the college to solicit the teaching preferences of individual adjunct faculty members in a systematic way and use that information in making teaching assignments. Adjunct faculty members record their preferences for campuses, days of the week, times of day, and course sections. When class assignments are made, individual preferences can be taken into account. The process works as follows:

- 1 Department Chairs must set up the “Appointments” and “Eligibility” lists for all adjunct faculty members who will be teaching in their discipline. Deans must approve the Appointments, and either Deans or Department Chairs must approve the “Eligibility” list before courses can be assigned.
- 2 During the 3 or 4 day window for “preferences”, each adjunct faculty member enters into the eStaffing Adjunct Faculty System his or her teaching preferences, including campuses, days of the week, hours of the day, and preferred sections, for an upcoming term for each department in which he or she teaches.
- 3 During the 3 or 4 day window for “assignments”, each Department Chair responsible for making teaching assignments for a given department must perform the assignment of courses using the eStaffing system. The assignment process uses the adjunct faculty section preference information in conjunction with a randomized function, allowing Department Chairs to assign course sections in an automated and fair way for adjunct faculty.
- 4 During the 3 or 4 day window for “acceptance” (or “rejection”), each Adjunct Faculty is responsible for accepting or declining the sections assigned to them in the just completed Assignment process. For departments that allow faculty to select “material orders”, this will be the time to make those selections.
- 5 At the conclusion of the “acceptance” phase, If a faculty member wants to have his or her assignments adjusted, he or she must contact the Department Chair who may be able to make manual assignments for any remaining or declined course sections.
- 6 There are two phases each term in the eStaffing process. The first phase is the “MSTA” (and IA/CA, HPTH) phase; the second phase is the “Adjunct” phase. After each of the two phases is complete, an automated batch job is scheduled that uploads all course section assignments and material order selections to the Datatel/Colleague system.

Getting Help

If you have a question and cannot find an answer to in this document, call the Help Desk at 223-HELP (223-4357).

1	Adjunct Faculty
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Logging In

1. Start your browser. **Note:** You should avoid using the **Back** and **Forward** buttons on your browser. If you do use the browser buttons to move from one screen to another, click on the **Refresh** button to make sure that your data is current
2. Click on the browser's **File** menu, type webphp5/eStaffing dialog box, and press the **ENTER** key. A **Login** page appears.

The screenshot shows the Austin Community College District eStaffing login page. At the top, there's a dark blue header with the ACC logo on the left and navigation links: Educational Choices, Costs & Financial Aid, Student Support, Library, Locations, Get Answers, and Directory. A search bar labeled 'Search ACC' with a 'Go' button is on the right. Below the header is a navigation bar with 'eStaffing' selected, and other links: Calendar, Documentation, Exemptions, Support, and a 'Login' button with a key icon. The main content area has a 'Login' section on the left and a 'Section Preferences' heading in red. Below the heading is a box with the text 'Press Continue to log into eStaffing.' and a 'Continue' button. The footer is dark grey and contains several columns of links: Blackboard, Apply, Schedule, Register, Online Services; Future Students, Current Students, Faculty and Staff, Community and Business, Newsroom, A-Z Index; Webmaster, Directory, Copyright, Legal Notices, About ACC, Contact ACC; and contact information for Austin Community College.

3. Click **Continue**.

eStaffing Calendar Documentation Exemptions Support Login

Login

Welcome to eStaffing

ACCeID:
Password:

[What's my ACCEID?](#)
[ACC Helpdesk](#)

[ACC eStaffing Feedback Form](#)

4. Type your ACC email **User ID** in the first box and your ACC email **Password** in the second box, and click on **Login** (or press the **ENTER** key). ACCEIDs and passwords are **case-sensitive**
 - For assistance with ACCEID login and password issues, please visit the ACCEID Information Website (<http://www.austincc.edu/acceid/>)
5. If your login is successful, the **Faculty Menu** opens with the **eStaffing Time Line** page.

eStaffing Calendar Documentation Exemptions Support Logout

+Faculty

Logout

eStaffing Time Line:

Discipline:	Hospitality Management
Campus, Term & Day/Time Preference Entry Deadline:	Aug 26, 2011 @ 12:00AM
Section Preference Entry Dates:	Aug 10, 2011 @ 12:00AM - Aug 26, 2011 @ 12:00AM
Assignment Accept/Decline Dates:	Aug 13, 2011 @ 12:00AM - Aug 25, 2011 @ 12:00AM
Assignment Accept/Decline Mode:	Single Course
Material Order Deadline:	Oct 03, 2011 @ 12:00AM

Discipline:	Travel
Campus, Term & Day/Time Preference Entry Deadline:	Aug 26, 2011 @ 12:00AM
Section Preference Entry Dates:	Aug 10, 2011 @ 12:00AM - Aug 26, 2011 @ 12:00AM
Assignment Accept/Decline Dates:	Aug 13, 2011 @ 12:00AM - Aug 25, 2011 @ 12:00AM
Assignment Accept/Decline Mode:	Single Course
Material Order Deadline:	Oct 03, 2011 @ 12:00AM

6. Click on the +Faculty to expand the **Faculty Menu**, You should only have to do this the first time you enter the estaffing system.

eStaffing
Calendar
Documentation
Exemptions
Support
Logout

Faculty
My Info
Reports
MSTA Application
Section Preferences
Show Assignments
Faculty Preferences
eStaffing Time Line
Logout

eStaffing Time Line:

Discipline:	Hospitality Management
Campus, Term & Day/Time Preference Entry Deadline:	Aug 26, 2011 @ 12:00AM
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Assignment Accept/Decline Dates:	Aug 13, 2011 @ 12:00AM - Aug 25, 2011 @ 12:00AM
Assignment Accept/Decline Mode:	Single Course
Material Order Deadline:	Oct 03, 2011 @ 12:00AM

The Faculty Menu page has a menu bar with a series of menu items which allow you to review, verify, enter, or edit information about you, your preferences, your teaching eligibility, and your teaching assignments. To select a menu item, click on it.

My Info

The **My Info** page has basic demographic and employment information about you, such as your name, email address, and staffing levels. To review or edit that information, click on **My Info** in the menu bar.

Your eStaffing Information:*

Name:	Donald A Morris
Street Address:	10456 City St. Austin, TX 78701
Phone:	(512) 555-1212
E-mail:	dmorris@austincc.edu
Position(s):	Clerk, Adjunct, Instructional Associate, Adjunct, Professor

Employment:

You are currently an adjunct faculty member

[*Click here to change your address](#)

Your Staffing Eligibility:

Department:	Hospitality Management
Staffing Level:	IA / CA
Credit Info:	Max Spring: 9, Max Summer: 6, Max Fall: 9
LEH Info:	Max Spring: 11, Max Summer: 8, Max Fall: 11
Department:	Travel
Staffing Level:	IA / CA
Credit Info:	Max Spring: 9, Max Summer: 6, Max Fall: 9
LEH Info:	Max Spring: 11, Max Summer: 8, Max Fall: 11

You were not assigned any classes during Spring 2012, so no LEH was assigned.

- You should review the information on this page for errors. ACC uses the phone, address and email listed on this page for official contact purposes, so it is essential that you keep it up to date.
- If anything in the demographic part of the page that needs to be changed (name, address, or phone number fields), report the correction on the ACC intranet to the ACC Human Resources Department at "[Click here to change your address](#)".
- If anything pertaining to employment needs to be changed (eligibility, LEH or Credit Info), report the correction to your Dean's office.
- The Information under the Eligibility box is the accepted LEH and Credits for the term specified. If no assignments have been made this will produce the message. **"You were not assigned any classes during the <Term YYYY>, so no LEH was assigned"**

Reports

Faculty Draw Information:

Select Discipline and Term

Fall 2010 ▼

Biology ▼

Submit

Assignment Information for Fall 2010									
Group	Group Order	Draw Order	Name	Discipline	Phase	Section Preferences Entered	Assigned	Type	Campus
MSTA - Senior	1	1	Alsup, Harold	Biology	1	Y	BIOL-2304-018	Lecture	RGC
MSTA - Senior	1	2	Hazle, Nita	Biology	1	Y	--		
MSTA	2	1	Bruce, Troy	Biology	1	Y	--		
MSTA	2	2	Beaman, Charles	Biology	1	Y	--		
MSTA	2	3	Kirk, Dana	Biology	1	Y	--		
MSTA	2	4	Mohanty, Sanghamitra	Biology	1	Y	--		
MSTA	2	5	Rohde, Rodney	Biology	1	Y	--		
MSTA	2	6	Lewis, Rob	Biology	1	Y	--		
MSTA	2	7	Lazare, Jennifer	Biology	1	Y	--		
MSTA	2	8	Senter, John	Biology	1	Y	--		
MSTA	2	9	Shippen, Judy	Biology	1	Y	--		
MSTA	2	10	Knudsen, Leola	Biology	1	Y	--		
MSTA	2	11	Hollingsworth, Kristine	Biology	1	Y	--		
Adjunct HPH - Senior	5	1	Sathasivan, Kanagasabapathi	Biology	1	Y	--		
Adjunct HPH - Senior	5	2	Lane, Rhonda	Biology	1	Y	--		
Adjunct HPH	6	1	Shumate, Jason	Biology	1	Y	--		
Adjunct HPH	6	2	Shibatani, Toru	Biology	1	Y	BIOL-1406-016	Lab	RGC
Adjunct HPH	6	2	Shibatani, Toru	Biology	1	Y	BIOL-1406-003	Lab	RGC
Adjunct HPH	6	3	O'Grady, Shelley	Biology	1	Y	--		
Adjunct HPH	6	4	Cryer, Chad	Biology	1	Y	--		

MSTA Application

Adjunct faculty members can now apply for Multiple Semester Term Appointment (MSTA) positions through the eStaffing system. Alternatively, you can choose to decline. You will be notified of the time period during which you can apply.

If you have questions about MSTa positions, eligibility requirements, or selection criteria, you should discuss these with your Department Chair. It is recommended that you first familiarize yourself with the **MSTA Guidelines**, the **MSTA FY09 Calendar**, and the corresponding **Administrative Rule**. You will see links to this important information under the MSTa Application tab in eStaffing.

If you get the following message,

MSTA Application:



MSTA applications cannot be entered at this time.

MSTA Administrative Rules: [AR# 4.06.002](#)

There are several reasons :

- The timeline for entering MSTa applications is **not** open. Click on **eStaffing Time line** to review your scheduled time slot.
- If your department is not participating in eStaffing, if you have questions contact your departmental Dean.
- If you have previously entered an Application, you will see the page below.

NOTE: The manual section on MSTa will be updated during the Fall of 2011.

Section Preferences

Section Preferences consists of Location, Term, Day/time and section preferences. Your preference selection will be available based on your eligibility status on the My Info page and the timeline on the eStaffing Time Line.

If you get the following message,

Section Preferences:



You cannot access the Section Preference area at this time. Access to this area is allowed during these dates: **Aug 08, 2011 @ 12:00AM - Aug 26, 2011 @ 12:00AM.**

There are several reasons :

- The option to select preferences is **not** open. Click on **eStaffing Time line** to review your scheduled time slot.
- If your appointment to a department has been suspended, contact your departmental Dean

- If your department has applied for exemption from using eStaffing for the purposes of staffing adjunct faculty course sections and the application has been formally approved by the ACCeStaffing Committee. (All academic departments are required to keep an accurate roster of adjunct faculty appointments and eligibility in eStaffing even if exempted from performing the actual staffing assignments using eStaffing. Many web-based applications, e.g., Professional Development/Event Workshop, use the information in eStaffing in determining whether an adjunct faculty is “active” or “inactive”, and in which departments they are aligned.)

To complete this section you must complete all 4 steps.

Step 1: Location Preferences

Step 2: Term Preferences

Step 3: Day/Time Preferences

Step 4: Section Preferences

Step 1: Location Preferences

Allows you to select the locations where you would prefer to teach. You may enter up to five choices. Location preferences for a given department must be entered by the Campus, Term & Day/Time Preferences Entry Deadline listed in your eStaffing Time Line.

There are several groups of locations, such as ACC, North Austin, and South Austin, which you may select if all of the locations in the group are acceptable. The locations in each group are listed under Locations by Group.

If this is the first time you are entering location preferences you will get the following page,

Section Preferences:

Please specify the locations where you would prefer to teach in priority order:

☐ Limit my courses to these locations only

Choice #1:	All Locations	▼
Choice #2:	Select a location...	▼
Choice #3:	Select a location...	▼
Choice #4:	Select a location...	▼
Choice #5:	Select a location...	▼

Click to submit your location preferences and continue:

Submit

Locations by Group:

North Austin

AML, AOA, CASA, CIC, CMC, CMK, CPF, CPH, CYP, DLP, DMA, DSG, EVC, FOL, GTC, GZA, HBC, JAR, LAN, LBH, LEA, LGL, LHS, MCC, MCN, MPL, MYE, NPY, NRG, NYO, PFD, PSB, RGC, RHS, ROR, RRH, SPL, SPT, STP, TCJ, UT, WWVD, HEH, SPS, VRH, RRC

South Austin

3MC, AFD, AGO, AHS, AIB, AKN, ARC, BLH, BOW, BSP, CHS, DIR, DSP, DVE, ELC, EVC, FBG, GAR, JTN, LGL, LKH, LKN, LTR, NAT, NML, OHS, PIN, RVS, SBA, SEU, SMC, SML, TDS, THM, THS, TIM, TUM, SAC, TCA, SMD

All Locations

3MC, AFD, AGO, AHS, AIB, AKN, AML, ANH, AOA, APD, ARC, BCS, BLH, BOW, BSP, CASA, CHC, CHS, CIC, CMC, CMK, CPF, CYP, DIR, DLP, DSG, DSP, DTC, DVE, ELC, ELG, EVC, FBG, FBR, FOL, GAR, GRA, GTC, GTR, GZA, HAY, HBC, HHS, JAR, JCT, JTN, KYLE, LAN, LBH, LEA, LGL, LHS, LKH, LKN, LTR, LUL, LVH, MBF, MCC, MCN, MFR, MNR, MPL, MSP, MYE, NAT, NML, NPY, NRG, NSC, NYO, OFF, OHS, ONDEM, OPC, PFD, PIN, PSB, RAS, RBM, RGC, RHS, RLM, ROR, RRH, RVS, SBA, SDH, SEU, SHS, SKL, SMC, SML, SPL, SPT, SSS, STP, TCJ, TDS, TFA, TFD, THM, THS, TIM, TUM, UT, WIM, WWVD, WWVR, SAC, RRC

ACC Campuses

If you check the **Limit my courses to these locations only** box, your preferences will be taken as absolute choices. ("I will teach at only these locations.") If you do not check this box, they will be taken as simple preferences. ("I'd like to teach here, but will teach elsewhere if necessary.")

1. Click on **down arrow**, Scroll to the desired location and click on it.
2. Once you have selected all your locations, Click the **Submit** button to continue.
Note: **ACC Locations**, **North Austin**, **South Austin**, and **All Campuses** are multi-campus lists whose contents are listed at the bottom of the page. Picking one of these will include every campus in its list.
3. You may choose up to a maximum of five choices
4. Once you are satisfied with the locations you have chosen, Click **Submit** to save your choices.
Note: If you do not click **Submit**, the location preference information you have entered will be lost.

If this is **NOT** the first time you are entering Location preferences, you will see the following page,

Section Preferences:

You have entered the following location preferences:

☐ Limit my courses to these locations only

Priority	Location
Choice #1:	All Locations

Click to Continue to Term Preferences: [Continue](#)

Click to Edit Location Preferences: [Edit](#)

Locations by Group:

ACC Campuses
CYP, EVC, HBC, NRG, PIN, RGC, RVS, SAC, RRC
North Austin
AML, AOA, CASA, CIC, CMC, CMK, CPF, CPH, CYP, DLP, DMA, DSG, EVC, FOL, GTC, GZA, HBC, JAR, LAN, LBH, LEA, LGL, LHS, MCC, MCN, MPL, MYE, NPY, NRG, NYO, PFD, PSB, RGC, RHS, ROR, RRH, SPL, SPT, STP, TCJ, UT, WWD, HEH, SPS, VRH, RRC
South Austin
3MC, AFD, AGO, AHS, AIB, AKN, ARC, BLH, BOW, BSP, CHS, DIR, DSP, DVE, ELC, EVC, FBG, GAR, JTN, LGL, LKH, LKN, LTR, NAT, NML, OHS, PIN, RVS, SBA, SEU, SMC, SML, TDS, THM, THS, TIM, TUM, SAC, TCA, SMD
All Locations
3MC, AFD, AGO, AHS, AIB, AKN, AML, ANH, AOA, APD, ARC, BCS, BLH, BOW, BSP, CASA, CHC, CHS, CIC, CMC, CMK, CPF, CYP, DIR, DLP, DSG, DSP, DTC, DVE, ELC, ELG, EVC, FBG, FBR, FOL, GAR, GRA, GTC, GTR, GZA, HAY, HBC, HHS, JAR, JCT, JTN, KYLE, LAN, LBH, LEA, LGL, LHS, LKH, LKN, LTR, LUL, LVH, MBF, MCC, MCN, MFR, MNR, MPL, MSP, MYE, NAT, NML, NPY, NRG, NSC, NYO, OFF, OHS, ONDEM, OPC, PFD, PIN, PSB, RAS, RBM, RGC, RHS, RLM, ROR, RRH, RVS, SBA, SDH, SEU, SHS, SKL, SMC, SML, SPL, SPT, SSS, STP, TCJ, TDS, TFA, TFD, THM, THS, TIM, TUM, UT, WIM, WWD, WWR, SAC, RRC

1. If you are satisfied with the Locations you have chosen, Click **Continue** to continue on to Term preferences
2. If you are not satisfied with the locations, Click **Edit** and make all necessary changes then Click **Submit** and **Continue** on to the Term preferences.

Note: The **Submit** button on the **Edit** page will take you to a confirmation screen, just click on the **Continue** button to continue on to the Term preferences

Section Preferences:



Your campus preferences have been saved. Click to continue to enter your term preferences:

Continue

Step 2: Term preferences

Allows you to specify what you are willing to teach, such as the maximum number of sections and maximum LEH, whether you'd be willing to teach overloads beyond your maximum LEH, general preference comments and information, the sessions you are willing to teach, and information on times you may be unavailable in the term. Term preferences for a given department must be entered by the **Campus, Term & Day/Time Preferences Entry Deadline** listed in your **eStaffing Time Line**.

If this is the first time you are entering Term preferences you will get the following page,

Section Preferences:

You have entered the following term preferences:

☐ I am willing to teach Overloads

Number of Sections I am Willing to Teach:

Please enter any comments about your term preferences or dates you are not available here:

(Maximum characters: 250)

You Have characters left.

Click to Continue to save your term preferences and continue:

Submit

Specify the following information:

- **Maximum number of sections** you are willing to teach this term
- **Overloads** - whether you are willing to accept teaching assignments beyond your maximum regular LEH
- **Comments** - any additional information you wish to supply which is relevant to your teaching preferences for the term
- Once you are satisfied with the Term preferences you have specified, Click **Submit**.
Note: If you do not click **Submit**, the Term preference information you have entered will be lost.

If this is NOT the first time you are entering Term preferences, you will see the following page,

Section Preferences:

You have entered the following term preferences:

☐ I am willing to teach Overloads

Number of Sections I am Willing to Teach:

Please enter any comments about your term preferences or dates you are not available here:

(Maximum characters: 250)

You Have characters left.

Click to Continue to Time Preferences:

Click to Edit Term Preferences:

1. If you are satisfied with Term preferences you have specified, Click **Continue** to continue on to Time preferences
2. If you are not satisfied with the Term, Click **Edit** and make all necessary changes then Click **Submit** and **Continue** on to the Day/Time preferences.

Note: The **Submit** button on the **Edit** page will take you to a confirmation screen, just click on the **Continue** button to continue on to the Day/Time preferences

Section Preferences:



Your term preferences have been saved. Click to continue to enter your time preferences:

Continue

Step 3: Time preferences

Day and Time Preferences allow you to indicate the days and times you are **not** available to teach.

Time preferences for a given department must be entered by the **Campus, Term & Day/Time Preferences Entry Deadline** listed in your **eStaffing Time Line**.

If this is the first time you are entering Time preferences you will get the following page,

Section Preferences:

Please check the times you are **NOT** available:

Clear all checkboxes:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM - 8AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8AM - 9AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9AM-10AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10AM-11AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11AM-12PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12PM-1PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1PM-2PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10PM-11PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11PM-12AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to Save Your Time Preferences:

- If there are no dates which you will be unavailable to teach, you are willing to teach **All Sessions at all times**, Click **Submit**.
- Click on the Time box for each time period you are not available
- Click on the day of the week you are not available to teach.
- Check means you are not available; blank means you are. You may need to scroll down or across to reach all days and times

Note: The boxes will select a time every day or an entire day, you can click on the individual check boxes to deselect or select on an individual day and time.

- Once you are satisfied with the Time preferences you have specified, Click **Submit**. **Note:** If you do not click **Submit**, the Time preference information you have entered will be lost.

Section Preferences:

You have entered the following times as times when you are **NOT** available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM - 8AM	X	X	X	X	X	X	X
8AM - 9AM							
9AM - 10AM							
10AM - 11AM							
11AM - 12PM							
12PM - 1PM							
1PM - 2PM							
2PM - 3PM							
3PM - 4PM							
4PM - 5PM							
5PM - 6PM							
6PM - 7PM							
7PM - 8PM							
8PM - 9PM							
9PM - 10PM							
10PM - 11PM							
11PM - 12AM							

Click to continue to enter your section preferences:

Continue

Click to Edit Your Time Preferences:

Edit

3. If you are satisfied with the Time preferences, Click Continue to continue on to Section preferences
4. If you are not satisfied with the Time, Click **Edit** and make all necessary changes then Click **Submit** and **Continue** on to the Section preferences.

Note: The **Submit** button on the **Edit** page will take you to a confirmation screen, just click on the **Continue** button to continue on to the Section preferences

Section Preferences:



Your term preferences have been saved. Click to continue to enter your time preferences:

Continue

Step 4: Section preferences

You can select individual sections as preferred sections and then put them in order from most to least preferred. Section preferences are done one department at a time and they must be entered by the **Section Preferences Entry Deadline** listed in your **eStaffing Timeline**. First look at the list of sections you are eligible to teach. Then adjust **Campus**, **Term**, and **Day/Time** preferences to include the sections you want to add. Once you have broadened your preferences. Selecting sections as preferred improves your chances of being assigned those sections.

This page requires 4 steps to complete the Section preferences.

1. Select at least one section from **Preferences** or **Eligibility**.
2. Enter a **Priority**, even if there is only 1, you must key a number.
3. Click on **Reorder Courses**, even if there is only 1.
4. Click on **Save and Certify your Selections**. You will get an email confirming the completion.

Section Preferences:

Please Select a Dept: _____

Hospitality Management ▼

Submit

- To view the sections offered in your department, Click on **down arrow**, Scroll to the desired Department and click on it. The Departments listed are those departments in which you have eligibility. If you can't view a department that you believe should be listed, contact the Dean or Department Chair.
- Section preferences are selected one department at a time. Make sure you enter your preferences for all available departments for which you have current eligibility.

Section Preferences:

Show Sections Matching Preferences [Preferences](#)

Show Sections Matching Eligibility [Eligibility](#)

You are eligible to teach these courses:

Course	Hire Priority	Start Date	End Date	Appointment	Telecom Methods	Status
TRVM-1323	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-1391	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-2305	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-2335	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending

- To view the sections offered in your department that match your term, campus and day/time preferences, Click on **Preferences**.
- To view all the sections you are eligible to teach this term regardless of preferences, Click on **Eligibility**.
- The bottom of the screen is for reference. The list consists of all the courses you are eligible to teach this term. If the list is incorrect or the status of the eligibility is "Pending", contact the Department Chair. Only the eligibility for the one department selected will be viewed. Section preferences are done one department at a time.

Select	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time
<input type="checkbox"/>	47121	PHIL - 1301	003	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	NRG	NRGP	PB1	M	12:00PM 01:20PM
<input type="checkbox"/>	47122	PHIL - 1301	004	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	NRG	NRG2	2121	MW	06:00PM 07:20PM
<input type="checkbox"/>	47123	PHIL - 1301	005	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RGC	RGC6	A257	TTh	03:00PM 04:20PM

- To add sections to your list of preferred sections, you must first **select** them and then **add** the selected sections
- To select a section, click on the **Select** box for that section.
- First look at the list of sections you are eligible to teach. You can return to adjust **Campus**, **Term**, and **Day/Time** preferences to include sections you want to add. Once you have broadened your preferences, you can return to review the list

Section Preferences:

You have selected these courses (the submit button will be enabled once all courses are ordered according to priority):

Priority	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time	
<input type="text" value="0"/>	46049	HUMA 1301	001	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	HAY			M	06:00PM 08:50PM	Remove
<input type="text" value="0"/>	46050	HUMA 1301	002	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	GTC	GTCN	202	W	06:00PM 08:40PM	Remove
<input type="text" value="0"/>	46052	HUMA 1301	004	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	PIN	PIN1	408	TTh	09:00AM 10:20AM	Remove
<input type="text" value="0"/>	46053	HUMA 1301	006	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RGC	RGC1	334	M	01:25PM 02:45PM	Remove
<input type="text" value="0"/>	46054	HUMA 1301	007	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RVS	RVSE	7002	MW	10:30AM 11:50AM	Remove
<input type="text" value="0"/>	46055	HUMA 1301	008	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RRC	RRC1	1313.00	TTh	06:00PM 07:20PM	Remove

[Reorder Courses](#)

= course matches your preferences

Save and Certify your selections: [Submit](#)

Show Sections Matching Preferences [Preferences](#)

Show Sections Matching Eligibility [Eligibility](#)

You are eligible to teach these courses:

Course	Hire Priority	Start Date	End Date	Appointment	Telecom Methods	Status
HUMA-1301	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved
HUMA-1302	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved
HUMA-1315	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved

Once you have made some selections, you can **Remove** and **Reorder Courses** to fine-tune your preferences. **GREEN** entries are your selections that match your preferences and eligibility. **PINK** entries are your selections that match eligibility and NOT your preferences.

- To delete sections from the preference list, Click **Remove**.

- Initially the preferred sections will not be prioritized. To reorder your preferences, replace the numbers in the appropriate **Priority** boxes with the numbers you prefer and then click on **Reorder Courses**.
- If you would like to add more sections to those selected, Click **Preferences** or **Eligibility**.

Once you are satisfied with the selections, you must Click **Reorder Courses** before you Click **Save and Certify your Selections**.

Section Preferences:



Your sections were successfully certified. Please check your e-mail to view the certification.
You can make changes to and recertify your preferences until: **Aug 31, 2011 @ 12:00AM**

Once you Click **Save and Certify your Selections**, you will receive a confirmation email to your ACC **Gmail** email account with a list of your selections.

You may repeat this process until the deadline specified for your department on the **eStaffing Time line**.

Show Assignments

Once section assignments have been made, the page which shows you what sections you have been assigned to teach

After the sections have been assigned, this page summarizes the results. If you teach in more than one department, you will have a set of assignments for each department with separate **Accept** and **Refuse** buttons for each department. This page will be empty until assignments are made.

Note: You must accept or reject **all** of the assignments from a given department as a unit. If you wish to have your assignments modified, you must contact your Department Chair.

If you get the following message,

Faculty Assignments:



No assignments have been offered at this time.

There are several reasons :

- The option to Accept or Decline assignments is **not** open. Click on **eStaffing Time line** to review your scheduled time slot.
- If your appointment to a department has been suspended, contact your Department Chair.
- If your department has officially been exempted from using eStaffing for the purposes of staffing adjunct faculty course sections, contact the Department Chair.

Faculty Assignments:

Courses Assigned:

Materials Order	Accept/Decline	Synonym	Course	Dates	LEH/Credit	Method
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47135	PHIL-1301-017	Jan 17, 2012 - May 13, 2012	3/3	Lecture
› Location Details		Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16				
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47153	PHIL-1301-035	Jan 17, 2012 - May 13, 2012	3/3	Lecture
› Location Details		Campus: CYP Bldg: CYP5 Room: 2227 Meeting Time: MW 06:00PM 07:20PM Weeks: 16				
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47155	PHIL-1301-037	Jan 17, 2012 - May 13, 2012	3/3	Lecture
› Location Details		Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16				

Total LEH Assigned = Total Credit Assigned =
 Max LEH Allowed = 11 Max Credit Allowed = 9

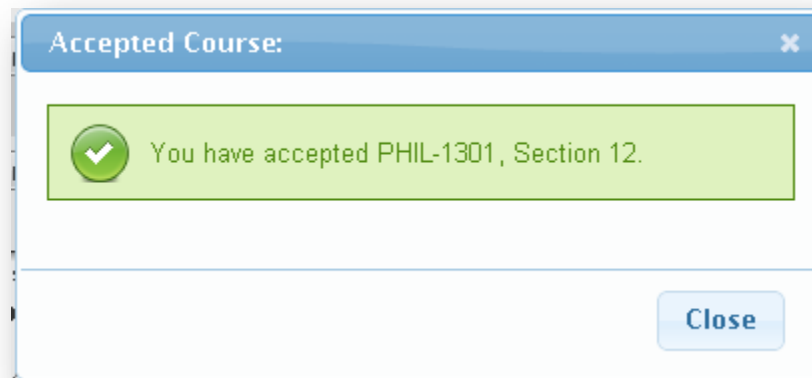
You accepted/declined these courses:

Accept/Decline	Date	Synonym	Course	Dates	LEH/Credit	Method
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Accept or Decline your assignments from each Department which has offered you assignments by clicking on the appropriate button.

- To accept the assignments from a department, click **Accept**.
- To decline the assignment from the department, Click **Decline**.

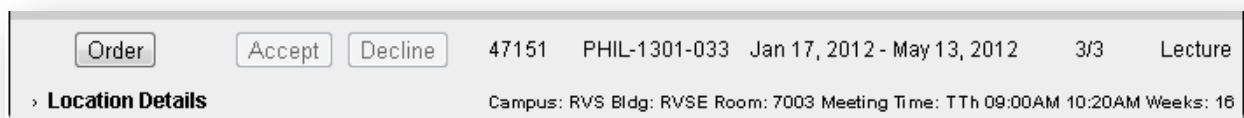
IF You Choose to Accept:



If you accept, you will get a confirmation on the accepted course.

Total LEH Assigned = NaN **Total Credit Assigned** = NaN
Max LEH Allowed = 11 **Max Credit Allowed** = 8

You can compare and track your accepted **Total LEH** and **Total Credit Assigned** with the Limits in the middle of the page.



Once the section has been **Accepted** or **Declined** the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**.

If the section requires materials, The **Order** button will become available for you to Click and the **Accept/Decline** buttons become deactivated. Click **Order**.

Materials for PHIL – 1301

No Material Required or Recommended:

No Material Needed

Select

■ = Material was pre-ordered or already selected.

ISBN	Title	Edition	Author	Desc	Select
000049580875X	Phil Text W/ Readings	11th	Velasquez	Textbook	Order
9780495603825	Archetypes of Wisdom	7th	Soccio	Textbook	Order
9780195327304	Meaning of Life	3rd	Klemke	Textbook	Order
9780070187832	Schaum Outline Intro Phil	1st	Earle	Textbook	Order
9780195321401	Happiness	1st	Cahn	Textbook	Order

Click **Select**, if you will not be using any of the listed materials for your section.

OR

Click **Order**, beside the material you wish to recommend or require your students to purchase for your class.

Material Order Options

Please select a material order option:

Required

Recommended

Order

You must select **Required**, if you are requiring your students to purchase the material. Click **Order**

or

You must select **Recommended** if you are recommending but not requiring the students to purchase the material. Click **Order**.

Once the order has been completed the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**. This action will send the order request to Datatel on the next upload to notify the bookstores of the order.

You can view the status of your order on Online Services <http://www.austincc.edu/online services/> . If you go to the **Faculty Menu**, Click **Textbooks**, Select **Term** and Then **Course**, you can make additional orders or view the status of your orders.

IF You Choose to Decline:

The screenshot shows a 'Declined Course' dialog box with a title bar and a close button. The main content area contains a prompt: 'Please select/enter a reason for declining PHIL-1301, Section 29:'. Below this is a dropdown menu with 'Schedule Conflict' selected. A large text area for a description is present, with a character count '(Maximum characters: 250)' and 'You Have 250 characters left.' Below the text area is a 'Submit' button. To the right of the dialog box, a table lists course details. Below the dialog box, a table shows a list of courses with columns for status, date, ID, title, dates, credits, and method. A 'Close' button is located at the bottom right of the dialog box.

H/Credit	Method
Lecture	
AM Weeks: 16	
Lecture	
PM Weeks: 16	
Lecture	
PM Weeks: 16	

Accepted	Aug 27, 2011	47135	PHIL-1301-017	Jan 17, 2012-May 13, 2012	3/3	Lecture
> Location Details						
Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16						

If you Decline, the **Declined Course** page opens, and you may select a **Reason for declining** or describe your reasons for refusing the assignment offered in the **Description** box, Then Click **Submit**.

Once the section has been **Accepted** or **Declined** the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**.

Faculty Assignments:

Courses Assigned:

Materials Order	Accept/Decline	Synonym	Course	Dates	LEH/Credit	Method
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47155	PHIL-1301-037	Jan 17, 2012 - May 13, 2012	3/3	Lecture
› Location Details		Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16				

Total LEH Assigned = NaN Total Credit Assigned = NaN

Max LEH Allowed = 11 Max Credit Allowed = 9

You accepted/declined these courses:

Accept/Decline	Date	Synonym	Course	Dates	LEH/Credit	Method
Accepted	Aug 27, 2011	47135	PHIL-1301-017	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details		Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16				
Accepted	Aug 27, 2011	47155	PHIL-1301-037	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details		Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16				
Declined	Aug 27, 2011	47153	PHIL-1301-035	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details		Campus: CYP Bldg: CYP5 Room: 2227 Meeting Time: MW 06:00PM 07:20PM Weeks: 16				

You will have no courses listed under Courses Assigned if you have completed the Faculty Assignments process. All courses should be listed under You accept/decline these courses.

GREEN are accepted classes

PINK are declined classes

YELLOW are courses assigned to you in Datatel. The courses were manual adjustments in the Datatel system that did not go through the eStaffing Process

Once a section assignment has been accepted and/or declined changes can no longer be made from the eStaffing system.

After the assignment data has been transferred to the Datatel system, its status changes to **"In Datatel"**, and changes can no longer be made from the eStaffing system

Faculty Preferences

If you get the following message ,

Faculty Selected Preferences:



Your faculty preferences cannot be displayed because you have not selected your preferred sections for this term.

There are several reasons :

- You have not completed the Schedule Preferences process. Click **Schedule Preferences** to review your selections.
- If your appointment to a department has been suspended, contact your departmental Dean
- If your department is not participating in eStaffing, if you have questions contact your departmental Dean.

eStaffing Time Line

Entering **Campus, Term, Day/Time**, and **Section** preferences must be completed by department-specific deadlines, and accepting or refusing assignments can only be done after department-specific start dates in order to allow time for the assignments to be made and processed.

To determine what the deadlines and start dates are for your departments, click on **eStaffingTime Line**.

Logout

Always logout of the system when you are through with your eStaffing session. Just click on “Logout” to log out. In addition, it is a recommended safety precaution, in order to ensure the preservation of the privacy of your preference data, exit out of the browser also.